

**South Annville Township, Lebanon County**  
**Board of Supervisors Meeting**  
**1036 Horseshoe Pike**  
**Lebanon, PA 17042**

**Minutes 3/12/2025**

Dale Hoover, Chairman

Jeanette Henning, Twp. Manager

John Harrell, Vice Chairman

Heather Mesko, Asst. Twp. Manager

Garry Rhine, Supervisor

Ben Sutcliffe, Police Department

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The meeting was called to order by Supervisor Hoover at 7:00 P.M. Present were Dale Hoover, John Harrell, Garry Rhine, Jeanette Henning, Heather Mesko, Chief Sutcliffe, Allison Garner of Rettew Engineering, Ed Kreider, Ed Fogelsanger representative for the GLRA. And others.

The meeting opened with the Pledge of Allegiance and a moment of silence.

**Meeting of February 12, 2025**-Motion to approve the minutes of the Board of Supervisors meeting for February 12<sup>th</sup> with minor corrections needed (took out wording from the previous months minutes), was made by Supervisor Harrell; seconded by Supervisor Rhine. Motion carried unanimously.

**Treasurer's Report**-Twp. Manager presented the financial reports for acceptance which included the following: Invoices paid and pending, Revenues received, Treasury report fund totals /financial report. Motion to accept the Treasurer's Report was made by Supervisor Rhine; seconded by Supervisor Harrell. Motion carried unanimously.

**Citizens/Public Comments**-SAT Greater Lebanon Refuse Authority representative, Ed Fogelsanger reminded the Board about the April Tire Collection. Information is supplied on the Township's website.

**Engineer's Report**- Allison Garner of Rettew Engineering informed Supervisors of the following activities for the month: Information gathering for the MS-4 Inspection has begun. Coordination with other Rettew Departments has begun with the three future proposed projects (Horseshoe Drive Sewer System, Louser Road Culvert, Realignment of Bachman and Royal Road). Ms. Garner worked with Chad Smith of Steckbeck Engineering and Brandon Williams of Garman Builders and Matt Jacobs of Carmany Place on the inter-trail connection between Candler's Pointe and Carmany Place. When Candler's Pointe and Carmany Place begin working on fulfilling the widening of the intersection at Reigerts Lane and Mt. Pleasant Road, they will need to contact Rettew Engineering.

**Manager's Report**- Township Manager, Jeanette Henning along with Assistant Township Manager Heather Mesko informed Supervisors of the following: April has been chosen by PA 811 to be "Safe Digging Month". The Township phone system is in need of upgrading. Bradley and Amy Hoover have requested a Letter of Support to be written to Lebanon County Planning and Zoning Department and asked the Board to approve the agreement that Township Solicitor, Josele Cleary has prepared which relates to a second dwelling unit be built on their property while the existing dwelling unit continues to be occupied.



**Manager's Report continued**-Travis Haak, Fire Chief for the Mt. Gretna Fire Department, thanked the Board for their continued support and invited them and a guest to attend the Mt. Gretna Volunteer Fire Company's Recognition Banquet.

**ACTION ITEMS**

Motion by Supervisor Hoover to Approve a Letter of Support and Adopt Proclamation #3-12-25, which Declares April as "Safe Digging Month" for PA 811.; seconded by Supervisor Harrell. Motion passed unanimously.

Motion by Supervisor Harrell to Approve Choice Communications quote of \$1,633.00 to upgrade the current EMG100 Phone System.; seconded by Supervisor Rhine. Motion carried unanimously.

Motion by Supervisor Rhine to Approve a Letter of Support and Approve the Agreement for Bradley & Amy Hoover relating to the second dwelling unit on their property, once second dwelling unit is constructed, the existing dwelling unit will be completely removed within three (3) months after the Township Zoning Officer issues an occupancy certificate for the new dwelling.; seconded by Supervisor Harrell. Supervisor Hoover chose to recuse himself from the vote because Bradley & Amy are relatives Motion carried.

By Consensus the Board agreed with the changes discussed by Ms. Garner for moving forward with the inter-trail connects between Candler's Pointe and Carmany Place and agree with the changes to be shown in the "AS Built" part of the developments.

**Police Department- Chief Sutcliffe**

Police report for February 2025.

**Adjournment**

Noting the conclusion of current business, Supervisor Harrell moved; seconded by Supervisor Rhine a motion to pay bills and adjourn. Motion carried unanimously.

Respectfully Submitted:

Jeanette Henning, Township Manager  
Secretary/Treasurer, South Annville Township

Dale Hoover, Chairperson  
Board of Supervisors